

SERC Meeting
December 6, 2000
10:00 a.m.

John Pack began the meeting at 10:07 a.m. at Cedar Lakes Conference Center, Ripley, WV. A quorum was present, for those in attendance see attached roster. The minutes of October 10, 2000 were reviewed. Mr. Pack asked for corrections, deletions or additions. Richard Jarvis moved to approve the minutes, Joe Wyatt seconded. Motion passed.

Old Business - Mr. Pack notified the group that plan reviews will be delayed, Kim Hallam, WVOES Planning Officer is no longer employed by WVOES. Plans will be reviewed by other members of WVOES Staff and the delay will not penalize any LEPC due to these unforeseen circumstances. Dave Wheatcraft gave a report on DOJ (Department of Justice) grants. Mr. Wheatcraft said surveys have been mailed and very few agencies have responded to date. Mr. Pack said the surveys concerned equipment available to first responders such as law enforcement, fire service, EMS, Hazmat Teams and hospitals. Mr. Wheatcraft said EMS is still in the process of receiving and reviewing information and will be forwarding information to OES in the next week.

Loretta Bitner asked if agencies were given a deadline to return surveys. Mr. Wheatcraft said the deadline for completed surveys was October, 2000. However, we have determined there are several hazmat teams we were unaware of in the state such as St. Albans and Burlington VFD. Mr. McGann (Mineral County) said he was not aware Burlington VFD had hazmat capabilities. Russ Doerr (Randolph County) indicated Elkins FD also has a hazmat team and they have not responded to the survey. Mr. Wheatcraft said he would look into the matter; he is aware the information is not complete but as additional information is gathered he will update his list and keep counties informed of those updates. Unfortunately, DOJ recommended the requests go directly to FD, law enforcement, EMS and hospitals instead of seeking assistance through County Emergency Service Directors. Mr. Pack said although our information is not complete we are in much better condition than most of our surrounding states and many states across the country.

Mr. Wheatcraft informed OES Directors and LEPC members in attendance the FEMA Emergency Response to Terrorism Job Aid, Janes Bio-Chem Handbook and Janes Facilities Handbook have arrived and will be distributed before the end of the day. He is aware many counties will need additional copies and we are making provisions to obtain additional copies for those counties who are in need of them.

Mr. Pack stated the Public Officials Workshop is scheduled for March 31 and April 1, 2001 at the Raddison Hotel, Huntington, WV. He is encouraging County OES Directors as well as new county commissioners to attend this meeting. Members of the Legislature have also been invited to attend since they

have recently expressed an interest in learning more about emergency management. Directors who have attended the basic classes will be given an opportunity to attend more advanced classes.

Mr. Pack stated the SERC/LEPC Conference will be held July 30, 31 and August 1, 2001 at the Holiday Inn, Martinsburg, WV. Berkeley County LEPC has agreed to participate as the host LEPC for this conference, something we have not done in the past. There was discussion on conference amenities. In 2000 we provided a briefcase for attendees that was very well received. This year we would like the board to consider one of the following: portfolios, umbrellas, clocks, mugs or day planners, we prefer to provide attendees with items that are useful within our budget. Jim Riggs asked what last years expenditures were. Laverne Muncy said the SERC provided approximately \$2000 and Project Impact provided \$2400, unfortunately this year Project Impact will not be providing any funding, so the Board needs to take that into consideration as well. There was discussion on how many participants we are expecting, cost of the proposed items and time frame needed to order them. Laverne Muncy said two months is the preferred time although most businesses will give you a 30 day guarantee for delivery. Laverne Muncy said several different vendors have been contacted, if we go through Rehab Services (a state entity) we should have enough lead time to reorder if we determine the number of participants will be greater than anticipated. Mr. Pack suggested we continue to obtain bids from different vendors, look at a few more items, and then during the next SERC meeting determine which, if any items will be chosen. Mr. Pack then asked the audience how they felt about the Vendors in attendance last year. It was the first time we have invited Vendors to participate in our conference and he felt their presence contributed to the success of the conference, no negative comments appeared on the evaluations but he wanted potential participants to voice their opinion.

HMEP Grants - 2000 HMEP grant ended with 13 approved Lap's, 11 completed their projects by 1 December, 2000: Berkeley, Hancock/Brooke, Gilmer, Greenbrier, Kanawha/Putnam, Lewis/Upshur, McDowell, Monongalia, Ohio, Raleigh and Tyler. 2 Lap's have not completed projects or requested funding: Marshall/Wetzel (\$6000) and Tucker (\$1750). There is also \$1897.87 from Lap's who completed projects under budget for redistribution for a total of \$9647.87. Several counties have requested additional funds if they become available: Kanawha/Putnam (\$1950), Lewis/Upshur (\$1000-2000), and Hancock/Brooke (\$2000) for a total of \$5950 in additional funding requests. Mr. Pack wanted to know if notices were sent to LEPC's who had not completed their projects? Laverne Muncy said yes we sent a notice out of the upcoming deadline and no one has requested an extension. Marshall/Wetzel LEPC did contact the office indicating they were in the process of putting a bill together on 12/5/00. Tom Hart, Chairman Mashall/Wetzel County LEPC said during a recent meeting the deadline was brought up but no action was taken on it. Mr. Pack asked if the LEPC was aware of the deadline. Mr. Hart said yes. Roy McCallister asked if a

contract or commitment had been made yet. Mr. Hart said the project began before he was hired and he does not know. There was continued discussion on whether a contract had been signed, obligations of the LEPC and the SERC and whether a product would be acceptable. Jim Propst (Tucker County) indicated his project is finished and the LEPC will not be using all of their remaining funds. Roy McCallister suggested Mr. Hart contact the LEPC during this meeting and report back to the SERC before the end of the meeting. Roy McCallister made a motion to divide the remaining HMEP funds between the three LEPC's requesting additional funding, Kanawha/Putnam, Lewis/Upshur and Hancock, Brooke and if Marshall/Wetzel does not utilize their funds add those monies to be redistributed, Matt Musgrave seconded. Motion passed.

Mr. Hart returned after speaking with his LEPC members by phone and they will be unable to utilize their 2000 HMEP Grant so those funds can be redistributed. Giles Watson made a motion to fund Kanawha/Putnam (\$1950), Hancock/Brooke (\$2000) and Lewis/Upshur (\$2000), Bobbie Scroggie seconded. Motion approved.

16 LEPCs have approved 2001 HMEP Grant applications: Berkeley, Cabell/Wayne, Gilmer, Harrison, Jefferson, Kanawha/Putnam, Lewis/Upshur, Mason, McDowell, Monongalia, Ohio, Pocahontas, Randolph, Ritchie, Tyler and Wood. Initial requests for payments have been processed for Berkeley, Cabell/Wayne, Jefferson, Kanawha/Putnam, Lewis/Upshur, Mason, Pocahontas, Tyler and Wood. Berkeley County LEPC has completed their 2001 project.

SERC Grants - Mr. Wheatcraft said 19 LEPCs received SERC Grants for 2000. Mr. Wheatcraft said the grant information in the handouts gives a synopsis of LEPC's and their grant status, what they are eligible for, amounts and if they did not take their 2000 grants what their 2000 & 2001 grants will be.

Plan Reviews - (See above) Plans for Cabell/Wayne, Kanawha/Putnam, Mineral and Monongalia will be reviewed at a later time.

LEPC Membership Approvals - Mr. Wheatcraft said under federal law LEPCs are permitted to use one person to fill more than one slot, we have not done that here but federal law does permit it. There was discussion on allowing rural LEPCs to utilize members in more than one category. Mr. Jarvis made a motion to examine each LEPC request on an individual basis, Roy McCallister seconded. Motion passed. Rudy Raynes moved to approve Pleasants, Raleigh, Randolph, Ritchie, Taylor, Tyler, Webster and Wirt counties as published, Jim Riggs seconded. Motion passed. Roy McCallister moved to approve Doddridge County with the stipulation they appoint a representative to the Community Group category, Mr. Jarvis seconded. Motion passed.

By-Laws - Doddridge County LEPC has been previously approved on the condition they provide the Board with a signature page. To date they have not sent in a signature page.

Training Subcommittee - Jim Cox said RESA is continuing to teach Basic Concepts and Concept Implementation. The National Guard is putting together a CST Team - Civil Support Team, they are part-time members and will be unable to be utilized as first responders but more in a support and information role.

HMEP Grant Subcommittee - The HMEP subcommittee met on November 16, 2000 and reviewed the 3 additional grant applications from Lewis/Upshur, Pocahontas and Tyler Counties. The subcommittee recommends approving Lewis/Upshur and Tyler County, however Pocahontas County LEPC could not be funded due to the amount of funds available but the committee recommends if funds become available Pocahontas County be considered first when redistributing funds. Mr. Wheatcraft also stated a project from Hancock/Brooke County LEPC was received after the deadline for grant applications to be in, it was received the day the subcommittee met to determine additional expenditures. Joe Wyatt moved to accept the subcommittees recommendation on approval of Lewis/Upshur and Tyler Mr. Jarvis seconded. Motion approved. Mr. Pack said first priority will go to Pocahontas County if funds become available and if more funding is available we will revisit Hancock/Brooke's application.

Other New Business - Roy McCallister wishes to commend the recent Telecommunications Training hosted by J.R. Bias and C.W. Sigman (Kanawha/Putnam EPC) Sgt. McCallister said the review by telecommunicators was excellent. Cathy Collins gave a short synopsis of the upcoming Cher-CAP exercise and critique hosted by FEMA and Lewis/Upshur County LEPC.

Mr. Pack asked the board to nominate and appoint a Vice-Chair; he felt it was something we should have done years ago just to make sure the SERC continues to have meetings. Discussion on who could be nominated and if those individuals would consent to serve if needed. Jim Riggs nominated Roy McCallister, Dan McKinney moved to close nominations, Loretta Bitner seconded. Motion passed. Roy McCallister will serve as SERC Vice-Chairperson. Mr. Pack also stated in order for the Governor to be invited to the SERC/LEPC Conference the board must agree to extend him an invitation. Rudy Raynes moved to invite Governor Wise to attend the 2001 SERC/LEPC Conference in Martinsburg, WV, Loretta Bitner seconded. Motion passed.

Rudy Raynes moved to adjourn, Dan McKinney seconded, meeting ended at 12:00. Next scheduled meeting will be February 6, 2001 at WV OES Operations

Center, Main Capitol Bldg 1 Room EB-80, Charleston, WV 25305